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ABSTRACT

This publication contains 190 terms that relate directly and uniquely to agricultural education or that are considered to be highly important in vocational and technical education and have direct relevance to agricultural education. Intended for supervisors, teacher educators, teachers, and students in agricultural education, the publication should also be useful to those dealing with other areas of vocational and technical education and to those responsible for providing leadership in vocational public school education. Terms, together with their definitions, are arranged alphabetically. Similar or closely related terms are cross-listed. (YLB)

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Terminology in Agricultural Education

Terminology of Importance to Professionals in Agricultural Education

1982

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FOREWORD

In 1971 the American Vocational Association's Publications Committee under the competent leadership of Dr. Gordon F. Law of Rutgers University, developed **Vocational-Technical Terminology.** That publication proved to be a most valuable document for vocational educators and those dealing directly with vocational education.

The AVA Publications Committee (now the AVA Editorial and Publications Committee) developed, over several months, a 1976 draft of a proposed revision of that publication. However, consensus agreement on definitions of terms could not be reached by the leadership in the various program divisions and the Board of Directors of the AVA. The 1976 proposed draft was laid aside, and the AVA Editorial and Publications Committee turned its attention to other publications.

A publication, **Terminology of Importance to Professionals in Agricultural Education** has been developed under the persistent leadership of Dr. Earl H. Knebel of Texas A&M University, member of the AVA Editorial and Publications Committee, and chairman of the Publications Committee of the AVA Agricultural Education Division during that period of time. Terms defined in this publication have been selected from a greater list of terms in the draft of the proposed revision of **Vocational-Technical Terminology.** The leadership in the Agricultural Education Division and the AVA authorized publication of **Terminology of Importance to Professionals in Agricultural Education.**

The leadership in Agricultural Education has reviewed and recommended revisions in definitions of terms presented in drafts of the proposed publication. Dr. Knebel and Dr. William Richardson of Purdue University were authorized to prepare the final draft for publication. The leadership in the Agricultural Education Division negotiated with the American Association for Vocational Instructional Materials to publish this document.

Terminology of Importance to Professionals in Agricultural Education should be a valuable document for supervisors, teacher educators, teachers, and students in agricultural education. This publication should be useful to those dealing with other areas of vocational and technical education and to those responsible for providing program leadership in vocational education and in the broad areas of public school education.

It is recognized that agricultural education is a dynamic changing component of education, and as such, terminology will change over the years ahead. However, it is important in the profession to communicate in terms generally accepted and adopted to bring about clarity and understanding among ourselves and our various clienteles.

Comments and recommendations for the next revision are encouraged.

Earl H. Knebel, Editor

William Richardson, Associate Editor

June 1982

INSTRUCTIONS

Contained in this publication are terms that relate directly and uniquely to agricultural education **or** are terms that are considered to be highly important in vocational and technical education and have direct relevance to agricultural education. To facilitate use of this publication terms are arranged alphabetically; similar or closely related terms are cross-listed.

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TERMINOLOGY

A

Accountability
Responsibility for the process of establishing objectives, defining expected outcomes, allocating resources, determining standards and measuring performance against those standards.

Accreditation
A process whereby an organization or agency recognizes an institution or program of study as having met certain predetermined qualifications or standards. The process normally includes the setting of standards, a self-study by the institution or program, examination by a team of outside specialists, a decision by an independent accrediting commission, and publication of a list of accredited institutions or programs. Institutional accreditation covers an institution as a whole. Programmatic accreditation covers a specific program.

Administration
The functions, procedures, and techniques employed in planning, organizing, staffing, directing, controlling, and evaluating in accordance with established policies.

Adult vocational education
Organized instruction for persons beyond the age of compulsory school attendance to prepare them for employment or to increase knowledge and skills required in their occupations. An adult class is characterized by flexible scheduling, varied administrative patterns, and content and objectives related specifically to needs of the adults.

Advisory Committee
A group of persons, usually from outside the field of education, selected because of their interest, knowledge and expertise to advise educators regarding vocational programs. Committees usually include members from all interested groups: public officials, employers, employees, former students, minority groups, and the public. Such committees may operate at the federal, state and local levels and often function under names other than that of advisory committee. See **advisory council.** Also see **vocational advisory committee (agricultural).**

Advisory council
Unless otherwise specified by law, council functions and structure are synonymous with advisory board and **advisory committee.**

Agribusiness
The profit-motivated enterprises that involve providing supplies and/or services needed by those engaged in agricultural production, and/or the processing, marketing, transportation, and distribution of agricultural materials and consumer products.

Agricultural education
The broad instructional areas of vocational education in agriculture. Also refers to the curriculum, in a college or university, structured primarily to prepare and assist professional educators who teach agriculture. See **vocational agriculture.**

Agricultural mechanics instruction
A combination of subject matter and learning experiences designed to develop knowledge and skills necessary for performing or assisting with the selection, construction, operation, maintenance and repair, or use of agricultural power, agricultural machinery and equipment, structures and utilities, and soil and water management practices.

Agricultural occupation
An occupation that requires agricultural knowledge and skills. The primary instructional areas which also serve to classify agricultural occupations are: agricultural production, agricultural supplies and services, agricultural mechanics, agricultural products processing and marketing, ornamental horticulture, agricultural resources, and forestry. See **farming occupation.**

Agricultural production instruction
The subject matter and planned learning experiences designed to develop knowledge and skills necessary for the production of plants and animals, and to provide practice in making managerial decisions in the science and technology of producing and marketing agricultural products. Sometimes used synonymously with the term **production agriculture instruction.**

Agricultural resources instruction (conservation, utilization and services)
The subject matter and planned learning experiences designed to develop knowledge and skills necessary for the conservation and utilization of natural resources (such as air, forests, soil, water, fish, plants, and wildlife) for economic and recreational purposes. Instruction also emphasizes the establishment, management, and operation of lands used for recreational purposes.

Agriculturally related occupation

An occupation that deals with the processing, marketing, and distribution of agricultural products, or an occupation providing supplies and services to agricultural production. See **off-farm agricultural occupation.**

Agriculture

The broad industry engaged in the production of plants and animals for food and fiber, the provision of agricultural supplies and services, and the processing, marketing, and distribution of agricultural products.

Allotment (federal aid)

A grant made from a federal appropriation to a state or territory for one year for specific purposes, such as vocational education, and based upon a distribution formula contained in federal law.

Ancillary services (vocational education)

Non-instructional activities, services, and functions carried out to support and improve the quality of vocational education programs.

Apprenticeship training

An organized system designed to provide persons with knowledge and skills needed for competent performance in skilled occupations. The program usually involves cooperation between schools, labor, and management since apprentices learn the skills of their craft through on-the-job work experiences and the related knowledge through classroom instruction. The terms and conditions of apprenticeship are regulated by state and local statutes or agreements.

Appropriation

Funds granted by federal or state governments for support of designated programs under enabling legislation. The amount of appropriation may be less than the amount of the **authorization.** Also see allotment.

Area vocational school

Refers to any of the following:

(a) A specialized center or school used exclusively or principally to provide vocational education to persons who are available to study in preparation for entering the labor market or to up-grade their vocational competencies.

(b) A high school providing vocational education in no less than five different occupational fields to persons who are available to study in preparation for entering the labor market.

(c) A technical or vocational school used exclusively or principally for providing vocational education to persons who have completed or left school and who are available to study in preparation for entering the labor market or to up-grade their vocational competencies.

(d) A department or division of a junior or community college providing vocational and technical education in no less than five occupational fields leading to employment or progress in the labor market. These educational programs may or may not lead to an associate degree but should not lead to a baccalaureate degree.

Associate degree

A degree commonly conferred following the successful completion of a two-year program of studies in an academic or vocational-technical program in a community college or post-secondary institution.

Attitude

An abstract state or condition, existing within an individual, which predisposes behavior toward ideas, things, people and situations. An assessment of a vocational student's attitude may be used in an attempt to predict the student's behavior toward employment.

Authorization

A maximum amount of funding authorized by the Congress in enabling legislation for support of designated programs. In no event, are funds made available for expenditure until a specific appropriation bill is enacted. See **appropriation.**

Automation

A system in which the processes of production, movement, and inspection are automatically performed or controlled by self-operating machinery, electronic devices, etc., as opposed to manual control.

B

Basic job curriculum

The instructional program that prepares students for the basic or entry level occupations involving minimal employment skills and responsibility. Such an educational program emphasizes fundamental knowledge and skills.

Behavioral objective

Precise statement of observable verbal or nonverbal behavior that a student will be expected to exhibit as evidence of achieving a specific cognitive, psychomotor and/or affective behavioral change. A behavioral objective includes a specific statement as to the conditions under which the behavior will be measured and the criteria for its acceptable performance. Behavioral objective is often used interchangeably with **performance objective.**

C

Career choice

A person's elected career option or occupational objective.

Career decision-making

The process by which students or employees learn to acquire, evaluate, and internalize career-related information and to utilize such information to make career choices and career decisions.

Career development

A lifelong process which involves successive hierarchical restructuring of consciousness through a series of experiences, decisions, and interactions, which cumulatively, result in the formulation of a viable self-concept and provide the means through which that self-concept can be fulfilled both vocationally and avocationally.

Career education

A process utilized in both the school and community which enables individuals to make choices leading to success in lifelong developmental patterns of living, learning and working. It includes a sequence of educational experiences, throughout all of education, consisting of development of self awareness, self concept, career awareness, exploration of options, decision making and preparation in one or more alternatives to achieve the individual's career objective.

Career exploration

Involves the in-depth examination of careers and life styles related to them. Students investigate the world of work from the perspective of worker skills and attributes and receive assistance in relating these work dimensions to their own interests and aptitudes.

Career guidance center

A resource facility that provides material and professional assistance designed to help students develop an accurate perception of self in relation to further education and the world of work. The emphasis is upon materials, devices, and counseling that assist students in understanding their interests, motivations, and expectations.

Career orientation

An overview of major categories or clusters of occupations from the perspective of worker skills, attributes, and career patterns. It may involve simple exploratory activities in a laboratory setting to enable a student tentatively to identify career interests, aptitudes, and abilities.

Career planning

A process which assists an individual in developing an understanding of self, in developing an understanding of the world of work, and in integrating these understandings so that effective career decisions can be made by that individual.

Career self-concept

The ever-changing vision a person has of his/her personal goals and career accomplishments. To become a personal guide, the career self-concept must be brought into consciousness, clarified, and given saliency in personal activities.

Certificate of completion (certificate of training)

Written recognition granted to members of vocational classes upon satisfactory completion of the requirements of a program of instruction. Such certificates are usually presented when courses are not taken for credit toward graduation.

Certificate of compliance

A document, executed by an organization, attesting to that organization's compliance with the provisions of a specific federal law. The filing of such a certificate generally is a prerequisite of eligibility for benefits of federal funds.

Certification

See **certification (specialty), licensure, teacher certification,** and **competency based teacher certification.**

Certification (specialty)

A process, sponsored by a national or state organization or agency, through which an individual, judged to be competent, is accorded recognition of such competency, usually on the basis of passing an examination. Eligibility to take the examination is frequently dependent upon completion of an educational program approved by the organization or agency responsible for the certification process; the process is generally voluntary in nature as opposed to a legal requirement such as licensure. See **licensure.**

Community college

A two-year community based postsecondary institution that has authority to award an associate degree, diploma, and/or certificate of completion, and offers comprehensive educational services to the community, which may include: occupationally oriented programs, general education, preparation for transfer to a baccalaureate degree program at a four-year institution, continuing adult education, and basic developmental education. See **junior college.**

Competency based curriculum

A planned instructional program composed of the essential task elements of a specific occupation. Performance objectives and content are identified by an analytical process. The student's accomplishment of an objective, under prescribed conditions complying with designated standards, is accepted as an indication that the various elements of the occupation have been mastered. See **competency based instruction.** See **performance based education.**

Competency based instruction

Instruction based upon planned learning experiences in which performance objectives and content are specified and agreed to in advance of instruction based upon a detailed analytical process. The student is held accountable for attaining a measurable level of competency under prescribed conditions complying with designated standards. See **competency based curriculum** and **performance based education.**

Competency based teacher education (vocational)

A procedure whereby the certification agency specifies certain occupational performance task and educational requirements that represent competencies necessary to teach at a level which prepares students to successfully enter and progress in an occupation. These minimum standards must be demonstrated for the initial issue or renewal of teacher certificates. See **teacher certification.**

Comprehensive Employment and Training Act of 1973 (CETA)

Federal law intended to provide job training and employment opportunities for economically disadvantaged, unemployed, and underemployed persons. Programs are administered by the U.S. Department of Labor; funds are generally channeled directly to a state or local agency other than the state board for vocational education, or to a prime sponsor such as a governor or mayor. The CETA replaced the Manpower Development and Training Act of 1962. The 1973 CETA was amended by Congress in 1978.

Comprehensive high school

A secondary school with a curriculum designed to offer diversified programs of instruction to meet the needs of students with varied interests and abilities. Programs provide for both academic and vocational education.

Continuing education

Any extension of opportunities for learning following completion of, or withdrawal from, regular school or college programs. Continuing education usually emphasizes nontraditional forms of study, and embraces a variety of instruction ranging from avocational to vocational. May refer also to specifically approved additional formal study or individual experiences required for continued licensure, certification, or registration in a particular occupation.

Cooperative Extension Service

The Cooperative Extension Service of the Land-Grant colleges and universities and the United States Department of Agriculture was created under federal legislation with the Smith-Lever Act of 1914. Cooperative Extension Service philosophy is to help people identify their own problems and opportunities, and then to provide practical research-oriented information that will help them solve the problems and take advantage of opportunities. Cooperative Extension Service is responsible for programs in four major areas of responsibility: agricultural and natural resources, home economics, community development, and 4-H and youth development.

Cooperative plan (training plan)

Organizational pattern for preparatory instruction which involves classroom instruction and regularly scheduled periods of full-time or part-time employment that gives students an opportunity to experience theory in practice while developing competencies through supervised training on jobs related to their occupational objectives.

Cooperative vocational education

An organized program of instruction in an occupational field designed to provide supervised on-the-job training and related instruction through a written **cooperative plan (training plan)** agreed to by the student, parent, employer, and school.

Coordinating teacher (or teacher-coordinator)

A member of the school staff who teaches the related and technical subject matter involved in cooperative vocational education programs, coordinates classroom instruction with on-the-job training, and may integrate the program of youth activities with the total program of instruction.

Coordinator (cooperative vocational education)

A member of the school staff responsible for developing and administering the total cooperative vocational education programs and dealing with problems that arise concerning school and state regulations as related to on-the-job activities of employed students. The coordinator acts as liaison between the school and employers in programs of cooperative vocational education.

Counselor (vocational)

A professionally trained, experienced, and certificated person who helps the individual to: understand the self and the full range of employment opportunities; make appropriate adjustments, decisions, and choices in light of unique personal characteristics; and plan a course of action to put these qualities to the best possible use.

Curriculum

The curriculum includes the total educational offerings of an institution. The curriculum is used also to describe a specific course of study for a given field or vocation. In other instances, curriculum is used to prescribe a guide to the student in learning and the teacher in teaching; a pattern or blueprint showing a detailed plan for an educational experience.

Curriculum materials

Educational materials concerned with either basic or supplemental instruction and designed according to stated goals and objectives. The materials may range from the abstract and theoretical to those that deal with practical real-life experiences.

D

Demonstration plot

A plot of ground used to demonstrate realistically approved practices, procedures, and techniques in agricultural production. It is not intended for conducting experiments.

Disadvantaged person (vocational)

A person who is unable to meet the standard criteria to enter, function in, or complete a vocational education program because of: academic under-achievement; difficulties with the English language; socioeconomic and cultural background which impinges negatively on that person's motivation and attitude toward the world of work; and who, therefore, requires a supplemental program, modification of a regular program, or a special service to succeed in a vocational education program. See **special needs person.** See also **handicapped person.**

Discretionary funds (federal)

Federal funds set aside in an appropriations act to be used by the Secretary of the U.S. Department of Education to make grants to institutions and/or states based upon proposals or plans submitted by institutions or states.

Dual enrollment

An arrangement whereby a student regularly and concurrently attends two schools which share planning and implementation of his or her studies. For example, the student attends a public school part-time and an area vocational school or community college part-time, with the direction and responsibility for his or her studies shared by the two institutions.

E

Employability skills

Those competencies—which may involve attitudes, appearance, communications, and interpersonal relationships—that relate to successful employment. See **social competency.**

Employment

A job, occupation, career, or activity for which wages or salaries are paid or from which income is derived directly or indirectly.

Entrepreneur

A person who undertakes a business venture for making profit on an investment. Such a person manages and assumes the risk of a business.

Entrepreneurship

A business venture undertaken for making profit on an investment. This term is identified with the functions of organizing and managing the factors of production and distribution of goods or services. It generally involves innovation and risk.

Evaluation (educational)

A systematic procedure whereby the quality of the instructional program and the achievement of stated objectives are assessed. An ongoing process that provides input and feedback to guide change and offer directions for the program and its modification. The evaluation may include locally directed self-appraisal as well as assessment by an independent external agency.

Exploratory course

A school subject designed to provide the student with a general overview of the knowledge and skills involved in a field of learning or an occupation; a course which provides the student with exploratory and introductory experiences in a wide range of occupations and serves as an aid in choosing a vocation, and in identifying interests, values, and aptitudes for career decision making.

Exploratory work experience program

A school program designed to provide students with paid or unpaid on-the-job work experiences in a variety of occupations with the goal to help students identify job characteristics in relation to their abilities and to assist students make realistic and appropriate occupational choices.

Extended day program

A vocational school program or another school program conducted for particular students which extends instruction beyond the regular school day.

F

Farming occupation

See **agricultural occupation.**

Follow-up (vocational)

A process to monitor on a systematic basis the progress of former vocational students' paths through employment and educational alternatives. The follow-up is conducted over a span of time to determine how effective the training has been in relationship to actual needs of the job.

Forestry

A combination of instructional programs and experiences concerned with the multiple uses of forest lands and resources, including their management and protection. It involves production, processing, management, marketing, and services.

Future Farmers of America (FFA)

The national organization of students enrolled in vocational agriculture programs. The national FFA organization is composed of state FFA associations; state associations are composed of local FFA chapters. The FFA chapters are located in public schools offering instruction in vocational agriculture. The FFA activities are an integral part of the instructional programs under provisions of the national vocational education acts. The primary purpose of this youth organization is to develop leadership, cooperation, and citizenship. Collegiate FFA chapters are located in colleges and universities for students in agricultural education programs.

G

Gainful employment

Work for which remuneration is received.

General education program

An instructional program needed by every person and designed to enable individuals to cope successfully with the modern environment. It assists individuals with the activities of life common to all, including citizenship training and preparation for further education. This may be contrasted with vocational education or specialized education intended for specific purposes.

Generalized occupational education (introduction to occupations)

Education provided in the elementary and secondary schools that is intended to acquaint the student with the world of work and assist him or her in choosing an occupation and developing knowledge and skills usable in a variety of occupations. See also **career education.**

Guidance services

Those activities which have as their purpose to assist persons in: assessing and understanding their abilities, aptitudes, interests, environmental factors, and educational needs; increasing their understanding of educational and career opportunities; and making optimum use of educational and career opportunities through the formulation of realistic goals. These services include counseling students and parents, evaluating the abilities of students, assisting them in personal and social adjustment, and working with other staff members in planning and conducting guidance programs.

H

Handicapped person (vocational)

A person who, by reason of a handicapping condition, requires a special program, program modifications, or supplemental services in order to succeed in a vocational education program. The person may be mentally retarded, hard of hearing, deaf, speech impaired, visually impaired, or seriously emotionally disturbed, or have special learning disabilities, physical impairments or other health impairments. See **special needs person.** See also **disadvantaged person.**

Hazardous occupation

An occupation in which the daily labor is, or may be, hazardous to life and limb. Certain persons, primarily youth, are prohibited by federal and state labor laws from accepting employment in such an occupation.

High school equivalency certificate

A document issued by a state department of education certifying that a person has completed the equivalent of a high school course of study. It is generally accepted in lieu of evidence of graduation from high school. Programs that help the person achieve this goal are frequently referred to as General Education Development (GED).

Higher education

Formal education above the secondary level provided by colleges, universities, professional schools, community colleges, technical institutes, and a wide variety of proprietary and adult education schools.

I

Improvement project (agriculture)

A project planned and conducted by a student as a part of the student's supervised occupational experience program that results in an increase in the value or income of a business, or in the improvement and increased convenience of the home or its surroundings.

Independent study

A planned activity in which a student carries his or her studies on without attending formal classes but does consult periodically with one or more instructional staff members for direction and assistance. The student frequently works toward the completion of the individual study project based upon personal objectives.

Individualized education plan (IEP)

A written plan for each handicapped child, specially designed to meet the unique needs of the handicapped child, the teacher, and the parents or guardian of the child.

Individualized instruction

A learning program tailored to the unique interests, needs, and abilities of a student. An individualized program provides for differences in entry ability levels, rates of learning and in the learning goals themselves, and is designed to result in self-directed and self-initiated learning by the student.

Individualized learning package

Self-contained package that includes a planned series of learning experiences designed to help the student master specified objectives. See **learning package.**

In-service training for teachers (professional improvement or staff development)

An educational process that includes the policies, plans and procedures in which professionally related needs and tasks serve as the basis for the educational program of employed teachers. The program may focus on curriculum; improvement of instruction; technological changes; development of new techniques, materials or devices; and attainment of identified objectives. The program(s) should serve both the educational development of the teacher and the advancement of education.

Instructional feedback

An ongoing process that provides the teacher with evidence of student achievement, understanding, behavior, and attitudes in response to those learning activities associated with a particular mode of instruction.

Instructional materials center

The facilities in a school where library, audiovisual and other instructional-developmental services are centered. When such services are limited to one or more specific program areas, the area may be referred to as a "resource center".

Instructional media

Includes the means, methods, and materials (hardware and software) involved in communicating with learners, and utilizes educational technology in order to maximize the effectiveness of the educational process.

Instructional module

An abbreviated unit of instruction within a total program of instruction, which has a specific objective and is usually limited to a single concept or competency.

Interdisciplinary program

A program by which professionals of various disciplines are brought together to organize and implement an integrated program involving content common to each respective discipline.

Internship

A period of time spent working at a professional level in a school, business, industry, government, or other agency, for the purpose of providing the learner with opportunities to gain insight and direct experiences related to one or more functions of that organization. This experience is part of a planned study program which provides for primary supervision by the involved agency, but under the close scrutiny of a school coordinator. The intern may continue in some limited activity with the original institution. The intern may or may not receive a stipend.

Interrelated cooperative program

A secondary program in which supervised occupational experience in more than one occupational area is combined with related classroom instruction. This type of program is designed especially for schools with enrollments too small to justify separate programs or for communities with a limited number of training stations.

Itinerant teacher

One who teaches in locations in lieu of having students come to a central location.

J

Job analysis

A system or technique designed to identify the basic tasks or competencies relating to a particular job. This type of detailed examination is useful in management and organization, but is especially important in vocational curriculum development. Similar to **occupational analysis,** and **task analysis.**

Job description

A systematic listing of the tasks and duties in a given job together with such factors as the knowledge required, personnel relationships involved, physical and working conditions, educational prerequisites and other relevant information.

Job study guide

An instructional manual prepared for use by instructors and students which contains a listing of the performance steps and related technical knowledge topics of the basic tasks in a given job or occupation.

Junior college

See **community college.**

K

L

Learning package (sometimes called a learning activity package or LAP)

A self-contained unit of instruction used in an individualized instructional process. See **individual learning package.**

Licensure

Legal permission granted by an authority (usually a governmental body) required for those engaged in certain businesses or occupations. See also **certification** (specialty).

Local director of vocational education

The educational administrator charged by the local board of education with the responsibility for planning, developing, managing, and implementing vocational education in a local school system.

Local education agency (LEA)

A legally constituted public educational institution or agency responsible for operating and administering educational programs. By legal definition LEAs are "eligible recipients" of state and federal funds for public school education.

M

Mainstreaming

A coordinated effort to place handicapped children into the least restrictive educational setting which is appropriate to their needs. The main objective is to provide handicapped children with the most appropriate and effective educational experiences which will enable them to become self-reliant adults.

Management by objectives (MBO)

A technique which requires the organization, including its components, to formulate and rank the objectives it intends to accomplish during the fiscal year, and resources are then allocated accordingly. Evaluation of the effectiveness and success of the management system is then based upon the achievement or nonachievement of the objectives.

Micro-teaching

A preservice or inservice technique in which a trainee teaches one or a small group of students a single concept in a period of five to ten minutes. The teaching session is usually recorded on videotape so that it can be played back and analyzed by the trainee and trainer.

Multi-media instruction

The educative process by which opportunities for learning are provided through a variety of methods and materials, such as: overhead transparencies, slides, photographs, motion pictures, lectures, and tapes, which are used along with written materials (textbooks, study sheets, etc.) and computerized programs for selected courses of study.

N

National Agricultural Education Advisory Council

An 18-member advisory council appointed by the executive committee of the Agricultural Education Division of the American Vocational Association. The council is composed of representatives of agribusiness and industry, agricultural associations, national farm organizations, governmental agencies, and persons knowledgeable in the field of vocational agricultural education. This council meets at least twice a year with nine ex-officio members from the executive committee of the Agricultural Education Division. The primary mission of the council is to advise and assist in assessing the effectiveness of programs in vocational agricultural education and to provide advice and support for planning improved programs for the future.

National Advisory Council on Vocational Education

A 21-member council appointed by the President of the United States and composed of representatives of labor and management, persons familiar with manpower problems, persons knowledgeable in the field of state and local vocational education administration, and those experienced in the education of handicapped persons. Also included are persons familiar with the special problems and needs of individuals disadvantaged by their socioeconomic backgrounds, those having special knowledge of postsecondary and adult vocational education, and representative of the general public. The National Council meets at least four times a year to advise the Secretary of the Department of Education, to review the administration and operation of vocational educational programs, and to conduct independent evaluations.

O

Occupation

A term referring to a person's regular work, business, pursuit, or means of earning a living; a career or vocation.

Occupational analysis

Detailed, systematic listing of the performance elements (job competencies or tasks) of an occupation and the technical and general knowledge needed to perform adequately in the occupation. Similar to **job analysis** and **task analysis.**

Occupational clustering

A technique of organizing instructional resources, curriculum, and students into programs composed of specific components of various occupational fields.

Occupational competence

The mastery of knowledge and skills necessary for securing and holding employment in a specific occupation or in one of several closely related jobs within an occupational cluster.

Occupational competency tests

Tests developed from analysis of specific occupations. Each test is designed to measure the occupational skills and competencies of the examinee. The test provides for a written measure of technical knowledge and a performance activity designed to measure manipulative skills related to a specific trade. The test may be used to meet employment, certification, or academic requirements.

Occupational experience

Vocational instruction aimed at furthering the development of vocational competencies through actual employment as a source of learning. The on-the-job experience is a means of gaining knowledge as well as a vehicle for applying and testing what has been learned in school. To help assure that this will be an educational experience, a training plan is employed under the supervision of an appropriate training sponsor. See also **cooperative vocational education** and **work experience.**

Occupational information

Systematically organized data used by guidance and teaching personnel for the purpose of helping persons make an occupational choice. The material concerns the nature of the work, duties, responsibilities, and compensations involved in the various occupations and includes information about employment outlook, opportunities for advancement, and entrance requirements.

Occupational objective

A specific occupational goal selected by the student that is the purpose for that person's enrollment in the instructional program.

Occupational Safety and Health Act (OSHA)

Public Law 91-596, December 29, 1970. The purpose of this law is "to assure so far as possible every working man and woman in the nation safe and healthful working conditions and to preserve our human resources." The act provides references and standards of compliance for the various segments of business and industry in the entire nation. The principal provisions of the act stipulate standards, enforcement, penalties for noncompliance, appeals and research.

Off-farm agricultural occupation

See **agriculturally related occupation.**

On-the-job agricultural training

Instruction in the performance of a job given to an employed worker in agriculture by the employer during the usual working hours of the occupation; practical and realistic experiences related to a sequentially-planned job or occupation are provided. Ordinarily the minimum or beginning wage is paid. **Cooperative vocational education** is one type of such training.

P

Partnership

A type of business organization owned by two or more persons who have, by contract, agreed on the amount of their proportionate ownership of the business, as well as in the profits and liabilities accruing from it.

Part-time program (vocational)

A vocational training program conducted on the basis of less than a full instructional day that is conducted usually for two to four hours during the afternoon. The program may be preparatory for job entry or supplementary for skill improvement in a current job.

Performance based education

See **competency based curriculum** and **competency based instruction.**

Performance objective

See **behavioral objective.**

Pilot program

A program designed to introduce alternatives or innovations in educational practices or structures. When studied, the pilot program will give direction and guidance for acceptance or rejection of the innovation as part of the regular vocational education program.

Placement for farm experience

Employment experience on a farm designed to develop knowledge and skills of students in agricultural production and farm business management.

Postsecondary educational institution

An academic, vocational, technical, home study, business, professional, or other school, college or university, or other organization offering educational credentials, instruction, or educational services. Such an institution serves persons who have completed or terminated their secondary education or who are beyond the age of compulsory school attendance. The attainment of educational, professional, or vocational objectives may be realized by persons enrolled.

Postsecondary vocational education

Vocational education conducted for youth or adults who have completed or left the secondary school and who are enrolled in an organized program of study in preparation for entering or progressing in the labor market.

Pre-employment training

Instruction and practice in the knowledge and skills of an occupation given to persons before their placement on a job. The instruction may be given as a formal course or curriculum, or it may be a short intensive program of orientation and instruction immediately prior to employment.

Prevocational education

Programs, services, or activities designed to provide youth and adults with orientation, guidance, exploration, and instruction to assist them in making meaningful career decisions, and in planning appropriate vocational education.

Prevocational student

A person enrolled in a prevocational education program for the purpose of gaining information or experiences which will assist in planning career objectives and in making a career choice.

Production agriculture instruction

See **agricultural production instruction.**

Production project (agriculture)

A business venture for experience and profit carried on by a student in vocational agriculture involving the production of a crop or some type of livestock. A production project is owned and managed in full or in part by the student. The minimum length of such a project is a full production cycle. For most students in vocational agriculture production projects are fundamental and basic components of **agricultural production instruction** and their **supervised farming programs.** Also see **supervised occupational experience program.**

Programmed instruction

Instruction utilizing a workbook, textbook, or mechanical and/or electronic device that has been programmed to help students attain a specified level of performance by: providing instruction in small steps; sequencing instruction so that each step builds on the preceding one; asking one or more questions about each step in the instruction and identifying each answer instantly as correct or incorrect; and, enabling each student to progress at his or her own pace.

Project

An independent activity usually completed in a laboratory, classroom, or community environment; any individually designed learning activity that has a behavioral objective related to an individual's growth and development and is to be accomplished in a specified length of time.

Project method

Coordination of classroom instruction with a series of individually designed learning activities or projects related to students' occupational objectives.

Project plan

Organizational pattern of instruction which involves a regularly scheduled series of individually designed learning activities that give students an opportunity to apply theory in practice while developing competencies related to their occupational goals.

Proprietary school

A nonpublic educational institution established and operated by an individual, agency, or organization for profit.

Public vocational school

A school, under public supervision and control and supported by public funds, that provides instruction which will enable youth and adults to prepare for, enter, and progress in the occupation of their choice.

Q

R

Rehabilitation (vocational)

A planned, orderly sequence of services related to the total needs of the handicapped individual, intended to restore the individual to productive employment. The process includes diagnosis, guidance, physical restoration, training, and job placement.

Reimbursable vocational program

Any vocational program conducted in accordance with the provisions of the state plan for vocational education and thus eligible to receive federal and/or state vocational education funds.

Related vocational instruction

In-school courses designed specifically to improve personal social skills, provide needed basic education (remedial), and/or develop relevant occupational skills and knowledge; such courses may be reimbursed from vocational education funds. An academic course deemed essential for occupational preparation may be recognized as related vocational instruction if the course is organized specifically to meet the needs of cooperative vocational education students. See **cooperative vocational education.**

Research

A formal, intensive and systematic investigation which employs the scientific or problem-solving method and is directed toward the identification, clarification and/or resolution of a problem.

Residential school

An educational institution in which students are offered board and lodging in facilities owned or leased by the institution.

Retraining program

One or more courses of instruction that upgrade workers in the knowledge and skills of their occupations in order to meet new demands of business and industry, or to offer remedial training for new occupations or employment in new jobs. See **adult vocational education.**

S

School farm (land laboratory)

Land controlled by the public school that is used to provide students with educational experiences in agriculture.

School laboratory (agriculture)

Facility controlled by the school that furnishes students with exploratory and learning activities designed to develop knowledge and skills in agriculture. School laboratories include facilities such as: a school farm or plant nursery, a forest laboratory, an agricultural mechanics laboratory, a classroom laboratory, farm structures and equipment, and a greenhouse.

Secondary vocational education

Vocational education provided to students who are in grades 7 through 12.

Sheltered workshop

An enterprise, usually nonprofit, providing remunerative employment and/or rehabilitative activity under appropriate supervision and direction, for workers having one or more handicapping conditions (physical, mental, or emotional) of such degree that normal competitive employment is unsuitable or unavailable.

Skills center

A school or training center that directs its instruction toward developing the skills, operating techniques, and general knowledge required to function successfully in skilled occupations. It includes instruction in general and special subjects designed to remediate trainee deficiencies.

Smith-Hughes Act

The basic federal vocational education act passed in 1917 which established the principles of federal financial aid and cooperation with the states in promoting public vocational education (not leading to a baccalaureate degree) in agriculture, trade and industries, and home economics for persons age fourteen and over. The permanent yearly appropriations are administered under provisions of the **Vocational Education Act of 1963** as amended by **Vocational Education Amendments of 1968 and 1976.**

Social competency (vocational)

The sum total of personal characteristics which are vocationally relevant, including personal appearance, traits, attitudes, and work habits. See **employability skills.**

Special needs person (vocational)

A person who meets the criteria as a handicapped or disadvantaged person who requires modified programs or supplemental services to succeed in a vocational education program. See **disadvantaged person** and **handicapped person.**

State advisory council (vocational-technical)

A group, appointed by the governor or an elected state board of education, with broad representation from business, industry, labor, vocational education, and the community, which advises the state board, conducts evaluations, and prepares reports for the National Advisory Council; provided for by the Vocational Education Amendments of 1976.

State board for vocational education

The single state educational agency designated or created under state law which is responsible for statewide policy, planning administration, and supervision of public vocational education programs at all levels.

State director for vocational education

The educational administrator employed by the state board of vocational education to administer the **state plan for vocational education**.

State education agency

The state board of education or other agency or officer primarily responsible for the state supervision of public elementary and secondary schools.

State plan for vocational education (state plan)

The detailed description of the state educational efforts to administer, maintain, expand, and strengthen existing vocational education programs and to develop new programs. The state plan is required by federal legislative requirements for the state to be eligible for federal funds.

State report for vocational education

An annual report submitted by the state board for vocational education to the U.S. Department of Education regarding programs and activities conducted under the state plan for vocational education for the prior year; includes fiscal, statistical, and follow-up reports, and special reports as requested.

Student teacher

A student who is supervised by a supervising teacher and performs activities related to professional education, including a teaching assignment within a supervised setting and within an approved sequence of experiences recommended by an accredited teacher education institution responsible for preservice education of teachers for a particular field of study.

Supervised occupational experience program (agriculture)

A series of related learning experiences which is an integral part of the instructional program of a student enrolled in vocational agriculture, designed to develop knowledge and skills in agriculture. These supervised learning experiences may be provided by utilizing facilities of the home, farm, school, or an agricultural business. Programs may include any of the following types of experiences: observation and exploration, school farm or school laboratory activities, **supervised farming program, placement for farm experience,** or **on-the-job agricultural training.**

Supervised farming program

A type of supervised occupational experience designed to develop knowledge and skills in the production of agricultural products and in the management of the farm business. Ordinarily, a student's supervised farming program includes **production projects, improvement projects,** and **supplementary farm practices.** A student's supervised farming program usually involves some degree of ownership by the student in production projects, and the student participates in making management decisions. **Placement for farm experience** may be substituted for production projects by some students.

Supervising teacher

A teacher who directs the work of one or more student teachers. Also referred to as cooperating teacher, critic teacher, or cooperating school supervising teacher.

Supplementary practice (agriculture)

An activity engaged in by the student for the purpose of developing an agricultural skill or ability; generally consists of one approved practice. It is undertaken as a part of the student's supervised occupational experience program, and is normally in addition to the approved practices included in the student's **production projects** and **improvement projects.**

Survey, community

A comprehensive study of socioeconomic conditions and resources, labor market needs, community agencies, industries, business, farming, institutional practices, problems and practices of families, etc., as they exist at a given time in a given community. It is generally used by the school as a guide in initiating and/or revising school offerings to meet local community needs.

Survey, occupational

A form of occupational census taken by personnel trained to determine the number of qualified workers in designated occupations in a specified geographic or economic area, and to evaluate the need for increasing the number of persons available for employment in the occupations surveyed.

Systems approach

A planning and operational procedure that started in industry and is being used in various forms by some governmental and educational agencies. The procedure normally involves a team of professionals with unique individual expertise who systematically plan, organize, implement, and manage a large and complex business, agency, or institution (system). This approach views each part of a system as vitally inter-related with other parts of the system.

T

Taxonomy

A system of classification into categories to insure accuracy in communication; for example, a taxonomy of educational objectives.

Teacher aide

A staff member who performs assigned subprofessional or paraprofessional tasks related to guiding and directing the learning experiences of students in an instructional situation. An aide usually works under the supervision of a teache

Teacher certification

A type of certification granted after the minimum academic, occupational, and other standards established by the state department of education or other designated agencies are met by those who wish to teach full-time or part-time in the public school system. See **competency based teacher education** (vocational).

Teacher-coordinator

See **coordinating teacher.**

Teacher educator (teacher trainer)

A professional person in the field of education responsible for the preservice preparation and inservice education of teachers. Assists teachers or prospective teachers to develop the professional competencies, knowledge, and attitudes that will enable them to become more effective teachers.

Technical education

That level of vocational education devoted to instruction and training in occupations in which mathematics and science are applied to a technology. Instruction is usually offered in schools at the postsecondary or associate degree level. The courses qualify persons for employment in paraprofessional positions such as technician, engineering aide, and production specialist. Though training is geared to placement in these occupations, it may provide for entry into baccalaureate level technical programs.

Technical high school

A high school with programs directed toward vocational preparation for technical careers, as differentiated from academic and professional career objectives. See **area vocational school.**

Technical institute

An institution at the postsecondary level that offers both practical and substantially theoretical education leading to qualification for work as a technician. Usually it is so designated to distinguish it from the junior college and the community college, whose purposes may be both vocational-technical and academic.

Technician

An individual qualified by education, training, and experience for occupational practice in a field requiring skill as well as a theoretical basis more substantial than that required in trade, craft, or "aide level" practice, but less than that required in professional practice. See **technical education.**

Technology

The science of the application of knowledge for applied purposes. The study of subjects dealing with intricate and advanced theories, problems and processes concerned with man's understanding and control of the physical environment.

U

V

Vocational advisory committee (agriculture)

A local group, whose members are selected from the local community, appointed to advise the school on matters pertaining to teaching agricultural occupations. See **advisory committee** and **advisory council.**

Vocational agriculture

Generally refers to the curriculum or program in agricultural education designed to offer students at the secondary level the opportunity to explore and prepare for agricultural occupations. Also, post-secondary and adult programs are recognized as legal components of vocational agriculture. See **agricultural education.**

Vocational curriculum

The organized sequence of educational experiences planned for the purpose of facilitating occupational choices; preparing for or advancing in employment; or making adequate preparation for change in employment as technology, economics, or societal conditions alter the nature and availability of employment.

Vocational education

Organized educational programs, services, and activities which are related directly to the preparation of individuals for paid and unpaid employment, or for additional preparation of individuals for careers not requiring a baccalaureate or advanced degree.

Vocational Education Act of 1963

A law enacted to authorize federal grants to states to assist them to maintain, extend, and improve existing programs of vocational education, to develop new programs of vocational education, and to provide part-time employment for youths who need the earnings from such employment to continue their vocational training on a full-time basis. The act seeks to ensure that persons of all ages in all communities of the states will have ready access to vocational training or retraining that is of high quality, realistic in the light of actual or anticipated opportunities for gainful employment, and suited to their needs, interests, and ability to benefit from such training. Subsequently amended by the **Vocational Education Amendments of 1968 and 1976.**

Vocational Education Amendments of 1968 and 1976

Federal legislation that amended previous vocational education acts and further emphasized and mandated certain aspects of vocational and technical education. The Vocational Education Amendments of 1976 hold vocational education programs responsible for: eliminating sex discrimination and sex stereotyping; using local advisory councils for vocational education; evaluating local vocational education programs; providing vocational education in job and content areas where there is a labor market need for prepared workers; and improving vocational education opportunities for women. Additional aspects of vocational education emphasized in the amendments are: cooperative vocational education programs; exemplary and innovative programs; vocational guidance and counseling; and special programs for the disadvantaged.

Vocational evaluation

A process designed to assess the progress of students in vocational education toward the attainment of specific educational objectives. See **vocational program evaluation.**

Vocational guidance

Those guidance and counseling programs, services and activities for individuals of all ages to increase their educational, occupational and other career development opportunities and to facilitate their vocational development. See **guidance services.**

Vocational program evaluation

A process designed to obtain and assess useful information for judging the quality of vocational programs. See **vocational evaluation.**

Vocational school

A school with the primary purpose of providing youth and adults with instruction leading to employment or upgrading in occupations in which they are employed.

Vocational student

An individual with a vocational objective enrolled in a vocational education program leading to entry or progress in a chosen occupational field.

Vocational student organization

An organization for students enrolled in vocational education programs, with national, state, and local units, the activities of which are an integral part of the instructional program. For example, the **Future Farmers of America (FFA)** is the student organization for students enrolled in vocational agriculture.

Vocational or technical high school

A secondary school organized for the primary purpose of offering education in semiskilled, skilled, or technical level occupations. See **area vocational school.**

W

Work experience (vocational or occupational)

A program having as its purpose the extension of vocational learning opportunities for the student through part-time employment in the occupation for which school instruction is preparing the student. See **cooperative vocational education** and **occupational experience.**

Work study program

A school program designed to provide financial assistance through part-time employment in nonprofit agencies for students who require such aid in order to enter or continue their education and training in a vocational education program. The part-time employment may or may not be related to the student's occupational objective or vocational program. See **cooperative vocational education.**

X

Y

Young Farmer Association

A formally organized association of young adults engaged in agricultural occupations and enrolled in "young farmer" educational programs. Such programs ordinarily include both group and individualized instruction. The primary purposes of the organization include providing educational activities, leadership training, community service, cooperative activities, recreation, and social activities.

Young Farmer instruction

See **adult vocational education.**

Z

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